



**Arizona Department of Education**  
**Health and Nutrition Services Division**

**Administrative Review Summary Report**

School Food Authority Name: Owens School District No. 6

CTD: 08-03-06

Site: Owens Elementary School

Contacts: Asstrid Baca, Business Administrator and Ashley Richards, Food Service Director

Review Date: December 18, 2019

Review Period: November 2019

Programs Reviewed:

☒ National School Lunch

☒ School Breakfast

☐ Afterschool Snack

☐ Fresh Fruit & Vegetable

☐ Special Milk

☐ At-Risk Afterschool Meals

No.	Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area			
	No findings		
Performance Standard 1: Meal Counting & Claiming- Critical Area			
	No findings		
Performance Standard 2: Meal Components & Quantities- Critical Area			
	No findings		
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area			
	No findings		
Meal Access & Reimbursement: Certification & Benefit Issuance			
	No findings		
Meal Access & Reimbursement: Verification			
	No findings		
Meal Access & Reimbursement: Meal Counting & Claiming			
	No findings		
Meal Pattern & Nutritional Quality: Offer Versus Serve			
	No findings		
Meal Pattern & Nutritional Quality: Meal Components & Quantities			
	No findings		
Resource Management			
	No findings		

General Program Compliance: Civil Rights		
1	Procedures for receiving and processing complaints alleging discrimination within the school meal programs do not meet requirements. Specifically, the procedure states the complaint will be handled internally.	Discussed site-specific procedures for receiving and processing complaints, as well as identifying the outside agency to which complaints are forwarded (i.e., ADE, FNS Office of Civil Rights or USDA Office of Civil Rights). The SFAs procedures must note whether an allegation is made verbally or in person. The SFA staff member receiving the allegation must transcribe the complaint. The SFAs procedures for receiving a complaint cannot prevent a complaint from being accepted. Additionally, the SFAs procedures must not indicate that they attempt to resolve the complaint themselves nor can the SFA's complaint process be a prerequisite for accepting a complaint. Additional guidance can be found on ADE's website at: <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> . The Step by Step Instruction: How to File a Civil Rights Complaint can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/trainingps/online/">http://www.azed.gov/hns/nslp/trainingps/online/</a> .
Please provide the updated process and procedures for processing complaints alleging discrimination which meets requirements.		
General Program Compliance: SFA On-Site Monitoring		
No findings		
General Program Compliance: Local Wellness Policy		
No findings		
General Program Compliance: Competitive Food Services		
No findings		
General Program Compliance: Professional Standards		
No findings		
General Program Compliance: Water		
No findings		
General Program Compliance: Food Safety, Storage and Buy American		
2	A written food safety plan has not been developed.	Discussed required components of a food safety plan and resources available on ADE's website at <a href="http://www.azed.gov/hns/nslp/foodsafety/">http://www.azed.gov/hns/nslp/foodsafety/</a> .
Please provide a copy of a written food safety plan.		

- 3 The following reviewed products indicated violations of the Buy American Provision in 7CFR 210.21(d): Capri Sun Juice and Apple & Eve Juice. Additionally, documentation justifying a Buy American exception was not maintained/on file.
- Discussed the Buy American provision requirements and procedures to ensure compliance. Referred to SP38-2017, Buy American Webinar and FAQ. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision. Additional information on the requirements of this provision, including ADE's prototype Buy American exception document, can be found on ADE's website at <http://www.azed.gov/hns/nsfp/forms/>. Buy American Recorded Webinar and FAQ can be found on ADE's website at <http://www.azed.gov/hns/sfp/>.
- Please provide a written description of the changes that have been made to procurement and/or recordkeeping procedures to ensure that the requirements of the Buy American Provision are met.*

---

**General Program Compliance: Reporting & Recordkeeping**

---

No findings

---

**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

---

No findings

---

**Other Federal Program Reviews: Afterschool Snack Program**

---

Not applicable

---

**Other Federal Program Reviews: Seamless Summer Option**

---

Will be reviewed in Summer 2020 if applicable.

---

**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

---

Not applicable

---

**Other Federal Program Reviews: Special Milk Program**

---

Not applicable

---

**Other Federal Program Reviews: At-Risk Afterschool Meals**

---

Not applicable

---

Comments/Recommendations:

---

Congratulations, you have successfully completed the Administrative Review for the 19-20 SY. Thank you for your organization and cooperation during the review process.

**To stay on track with NSLP requirements, check out the NSLP at a Glance Calendar & Monthly Checklist on our website at <http://www.azed.gov/hns/nslp/>.**

**Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at <http://www.azed.gov/hns/nslp/trainingsps/>.**

Fiscal Action Assessed?

☒ No- SBP

☐ Yes- SBP

**\$0**

☒ No- NSLP

☐ Yes- NSLP

**\$0**

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by February 14, 2020 to Kerrie Zigler at [Kerrie.Zigler@azed.gov](mailto:Kerrie.Zigler@azed.gov) or 1535 W. Jefferson St., Bin #7, Phoenix, AZ 85007.



1/13/2020

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the National School Lunch Program Administrative Review Appeal Procedures found here:

<https://cms.azed.gov/home/GetDocumentFile?id=58dbe2581130c01500d4b08b>

Kathy Hoffman, Superintendent of Public Instruction  
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • [www.azed.gov](http://www.azed.gov)  
This institution is an equal opportunity provider.